

Interim Planning Guidance Note 4

Shopfront Design and Security



Mansfield District Council
Creating a District where People can Succeed

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FOREWORD

The current Mansfield District Local Plan was published in 1998, and was intended to guide development in the district until 2006. Legislative changes mean that the Local Plan will be replaced by a number of Local Development Documents (LDDs) collectively known as the Local Development Framework (LDF), with preparation work currently under way. It is unlikely that the new LDF will be published before 2008.

This advice note relating to shop front design and security is intended to provide interim planning guidance in the period prior to the adoption of the relevant LDD which will include new policies on shop front design. This advice note sets out the Council's requirements for shop front design and security, providing advice for developers based on best practice. The advice note will be taken into account as a material consideration in the determining of planning applications.

It is envisaged that the contents of this advice note will subsequently be incorporated within a Supplementary Planning Document (SPD) after the adoption of the Local Development Document.

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SUMMARY

The continued vitality of Mansfield's commercial centres depends upon a high quality built environment and the good design of shop fronts and advertisements plays a crucial role in this.

These draft guidelines are intended to supplement the District Council's existing Local Plan policies on Shop Fronts and Advertisements. The document incorporates the existing Supplementary Planning Guidance on Shop Front Security. These policies relate not just to shop fronts in conservation areas and on listed buildings, but refer to all new alterations to shop fronts that require planning permission.

The guidelines aim to provide best practice advice on the design of shop fronts and security, to help protect and enhance the quality and appearance of shopping areas. It aims to prevent inappropriate changes and the loss or damage of traditional shop fronts. It also seeks to encourage good new design that considers the individuality of each shop front, to move away from standardised mass-produced designs.

The guidelines are intended for all those involved in shop front design and security – both for developers whose schemes include shop frontages and for any traders considering improvements to their shops. They will be used by Planning Officers as a basis for advice to developers and in determining applications. The guidelines should also be referred to even when planning permission is not required, in the interest of protecting and enhancing the quality of shopping areas and promoting good practice.

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1.0 INTRODUCTION

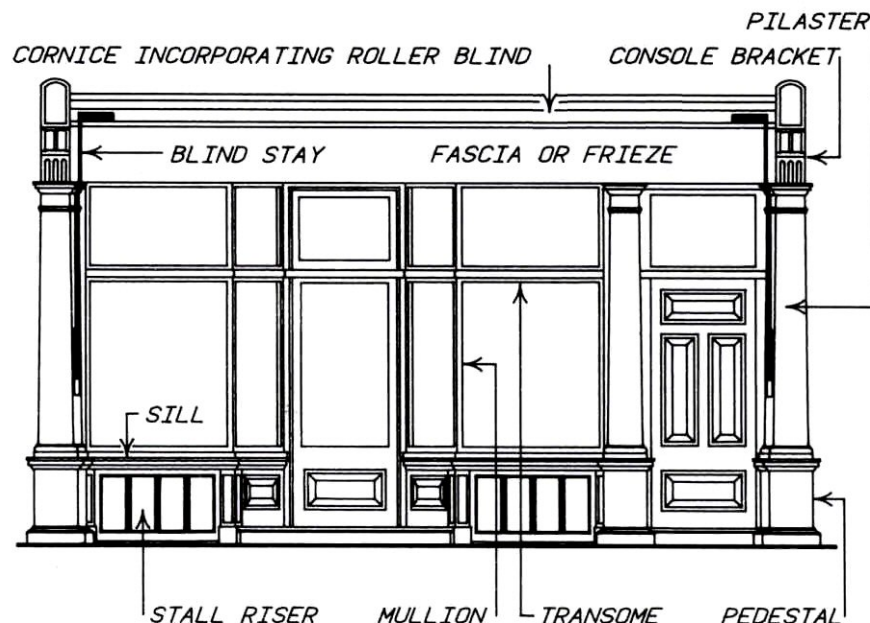
- 1.1 It is crucial to the vitality of our towns and villages that their shopping centres should be attractive and project an image of quality. The centre of every historic centre has its own unique character, which when conserved and carefully managed is an asset to the settlement. Shop fronts have a vital role in contributing to this special character, being the primary component of most street level frontages.
- 1.2 Shop fronts should enhance the character of the street, as well as serve the needs of the trader and customers, making enjoyable places to shop, live and work. It follows that shop fronts and advertisements that are unsympathetically designed will have a negative effect on the area.
- 1.3 Whilst changes to shop fronts will inevitably occur over time, the overall effect of ill-considered alterations can have an adverse effect on the character of many of our traditional town centre streets. It is therefore essential that changes be guided and directed in a sensitive and sympathetic manner to help protect the special character of both individual buildings as well as the image of the wider area.
- 1.4 Alterations to shop fronts will usually require Planning Permission and/or Listed Building Consent. Further information is give at the back of this document.

2.0 SHOPFRONT DEVELOPMENT

- 2.1 The idea of a shopping street as it is known today only began to emerge from the late 17th century. Before then goods would have been sold from premises without a recognisable shopfront and early shops operated from open stalls within the ground floor of town houses. From the 18th century onwards, high street buildings were often designed with the shopfront as an integral part of the building, as such the shopfront will often relate to the building above and will display features of its age.
- 2.2 Shop front design has undergone a continual process of change, influenced by differing architectural styles, changing needs and developing technology. Despite the diversity of styles the traditional shop front developed around a broad set of common elements. Most traditional shop fronts were designed on classical principles, using classical features as well as the rules of balance, proportion and harmony.
- 2.3 The front was defined by **pilasters** (flat columns), supporting on decorative **console brackets** a flat **fascia** and carved **cornice**. A fold away blind could also

be incorporated into the shopfront below the cornice. The fascia and cornice helped emphasise the distinction between the retail floor and domestic upper floors. The shop window invariably had as its base a **stall riser**, originating from when goods were sold over an unglazed opening. While the design and materials of these elements would develop over time, broadly speaking this arrangement remained in use until the 20th century. Glass technology limited the size of individual panes, and so the glazed section was usually composed of several panes, held in place by **mullions** (vertical glazing bars) and **transomes** (horizontal glazing bars), often used to great decorative effect. As glass technology developed the tendency was towards larger and larger panes. It is only really in the 20th century that we see shop fronts of single, large sheets of plate glass.

- 2.4 At the end of the 19th century improved methods of artificial lighting made the shop window as a source of natural light less important, thus permitting the use of deeply recessed fronts and entrances. Traditional materials for shop fronts included painted timber, cast iron and cast brass.
- 2.5 Recent developments in modern shop front design have seen the introduction of new materials – anodised aluminium, frameless plate glass, ceramic tiles and sheet plastic. While early shopfronts tended to be designed specifically for the building, later mass-produced designs completely abandoned the traditional approach and poor designs and inaccurate replicas usually resulted.



Components of a traditional shop front

3.0 THE PRINCIPLES OF SHOP FRONT DESIGN

- 3.1 Many shopping streets, especially those in historic town centres, have evolved over hundreds of years and show a delightful diversity of traditional shop front designs. Despite their different designs most traditional shop fronts relate to their local environment. Unfortunately today, the use of standard design solutions and inflexible corporate styles ignore the individual character of towns and villages and erode this special quality. While not intending to prescribe a standard shop front it is important to observe certain basic principles if the character, appearance and vitality of such historic streets are to be retained.

Retention of existing shop fronts

- 3.2 Sadly, very few early shop fronts survive and every attempt must be made to retain these. Other shop fronts of high architectural quality, including some modern or replacement shop fronts, will also be an asset to the area and should be retained. Where a shop changes use, a creative and flexible approach often ensures that a shop front of architectural merit can be retained and that the building can be successfully re-used. Where possible traditional shop fronts and others of architectural interest should be refurbished and repaired. Grants may be available for this kind of work.
- 3.3 Many shop fronts have had their appearance marred by recent additions that conceal original detailing. It will usually be desirable to expose these features to restore and enhance the shop front. Likewise, when alterations are undertaken, new works must not conceal or remove original or traditional detailing.

- 1. Shop fronts that contribute significantly towards the character of the area shall be retained.**
- 2. The District Council will support the repair and refurbishment of traditional shop fronts and others of architectural interest (grant assistance will be considered where available and appropriate).**
- 3. In considering new shop fronts, the District Council will require the exposure and retention of concealed shop front detailing where it lies behind later additions to enhance the character and appearance of the shopfront.**
- 4. Alterations that propose the removal or concealment of important architectural features will be resisted.**

The replacement of shop fronts

- 3.4 In certain cases the existing shop front might not be capable of retention. In others it might actually be positively desirable to encourage the replacement of

the existing shop front. Many modern shop fronts do not incorporate the traditional elements of shop front design and their use of modern materials, large plate glass and excessively large fascias, for example, can actually detract from the character of the building and the area, and their replacement with a more appropriate design should be considered. Of course, good quality modern designs do exist and these should be valued. The District Council can sometimes offer grant aid towards the cost of replacing an inappropriate shop front.

Relating the shop front to the building

- 3.5 When considering the design of a new shop front the overriding principle that should be applied is that the new shop front should not be designed in isolation but should be considered as part of the architectural composition of the building. It should be seen to be inserted into the building as an integral part, rather than applied to it as an afterthought. The design should therefore respect the period and style of the building in which it is fitted. The retailer must adapt to suit the property.
- 3.6 In Conservation Areas and other historic areas the District Council will normally encourage traditionally designed, painted timber shop fronts, unless a particular building warrants a different approach.
- 3.7 Where a shopfront is fitted in a traditional style it should be historically correct in its style and detailing, being appropriate to the building and locality. Research from old photographs, pattern books and old records can assist in establishing an appropriate design.

- 5. All new shop fronts in Conservation Areas (existing and proposed), on Listed Buildings, within the setting of a Listed Building and in other historic locations shall be of traditional design and painted timber construction, unless this is inappropriate for a particular building.**
- 6. On modern buildings and outside Conservation Areas, new shop fronts shall harmonise with the building above and surrounding buildings. Designs shall be well proportioned and use good quality materials.**



A modern shop front that respects traditional shop front design

Relating the shop front to the street

- 3.8 Shop fronts should always be considered as part of the building, and the building forms part of the street. The design of the shop front should take account of the rhythm and characteristics of the street. For example, they should reflect the width of the building plots and the nature of any vertical and horizontal emphasis within the street.
- 3.9 Where a street has buildings of varying ages and styles then sameness of design is generally not appropriate. The resulting variation contributes to the character of the street. Conversely, within a terrace or parade of buildings that have been designed as a single composition then a similarity in design will generally be appropriate.
- 3.10 A problem often occurs when two or more buildings have been combined into one shop. Where this is the case it is very important that the shop fronts retain the distinction of separate buildings, in particular the fascia should not run across several buildings. This need not impinge on the functionality of the shop within.



Individual buildings should be treated with an individual approach to shop front design



A row of buildings in the same terrace can benefit from a unified approach to shop front design

7. New shop fronts shall reflect in their design the context of the building and street they are in.

8. New shop fronts shall respect in their design the individual building units within one combined shop.

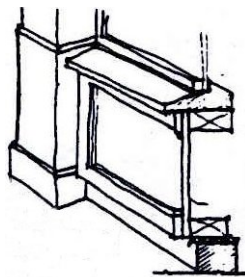
Attention to Detail

3.11 The shop front also has an important role to play in projecting the image of the shop and encouraging people to enter.

3.12 It is important that the shop front design is carefully considered and executed. The following detailed design issues are based on traditional shop front designs and in this respect relate very well to Conservation Areas, other historic areas and historic buildings, including Listed Buildings. However, the following issues equally apply to modern designs.

Stall riser

3.13 The stall riser below the shop window forms a solid base. It protects the shop front from knocks and scrapes and can be reinforced against ram-raiding. The stall riser is an essential part of the proportions of the shopfront and allows the display of goods at waist rather than floor level.



Typical timber panelled stall riser

9. Shop fronts shall have a stall riser; the height of which shall reflect the original design of the shop front or the general height of risers in the street. Stall risers shall have a moulded projecting sill providing a solid junction with the glass.

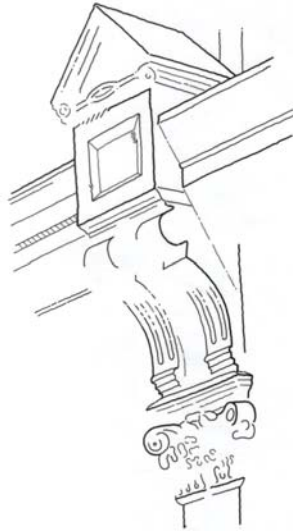
10. Materials used for stall risers shall reflect those used on the building façade, typically these should be painted timber panelling, tiling, brickwork or render.

Pilaster and Console Bracket

3.14 On traditional shop fronts, to either side of the stall riser are the pilasters, which are flat columns. These define the shop front width, enclose the window frame and provide visual and physical support to the fascia and the building above.

- 3.15 At the base the pilaster normally terminates with a plinth block, whilst at the head the pilaster has a plain or decorated capital. Often the capital projects as a console bracket (or corbel) to support an overhanging fascia above.
- 3.16 On more modern shop fronts pilasters are not always appropriate but piers or columns of some form should be incorporated into the design to define and frame the shop front.

*A decorated console bracket
carved from local stone*



- 11. Shop fronts shall have columns, piers or pilasters to define and frame the shopfront.**
- 12. On traditional shop fronts, pilasters shall be retained or reinstated and any concealed detailing exposed.**
- 13. Materials shall be in keeping with the rest of the building, usually painted timber, painted stucco, brickwork or render.**

Windows

- 3.17 The largest portion of the shop front is composed of the window area and its detailing is crucial to the overall appearance of the shop front.
- 3.18 In early shop fronts glass technology limited the size of individual panes, and so the window was usually composed of several smaller panes, held in place by mullions and transoms, often used to great decorative effect. With developments in glass technology and the removal of excise duty on windows, panes became larger and larger. It is only really in the 20th century that we see shopfronts of single, large sheets of plate glass. The glazing bars were often delicately moulded and this attention to detail should be considered when designing a replacement shopfront.

- 3.19 The District Council will support the use of double glazing in new shop fronts where it will not adversely affect the form and appearance of glazing bars.



A typical Edwardian shop window incorporating leaded overlights with stained glass.

14. The Council will resist the removal of traditionally detailed window frames and others of architectural quality.

15. Window subdivisions shall reflect the character and vertical divisions of the building façade. Timber glazing bars should normally be used to subdivide large expanses of glass, with smaller paned designs more appropriate for earlier shop fronts.

Doors

- 3.20 Doors are an integral part of the design of the shop front, reflecting the age and style of the building. Generally on traditional shop fronts the door is part-glazed with a lower kick plate of a height around that of the stall riser or windowsill.
- 3.21 Recessed doors are an attractive feature of Victorian and Edwardian buildings, designed to provide additional display space. The recess provides a visual break in the shop front and adds interest to the building and street scene. Within the recess the floor was often decoratively tiled.



An attractive recessed door with a kick plate in line with the stall riser

- 3.22 A shop front often incorporated a separate doorway providing independent access to the upper floors. To encourage the use of these floors, doorways should be retained and restored to match the adjacent shopfront.

16. Shop doors shall be designed as an integral part of the shop front. On traditional shop fronts, glazed, panelled, painted timber doors with a kick plate or lower panel, of a style appropriate to the shop front, are usually suitable. The colour and materials used for the door shall complement the overall scheme of the shop front.

17. Recessed doorways that contribute to the character of the shop front and street scene shall be retained. On new designs recessed doorways can add to the attractiveness of a shop front and can assist disabled access.

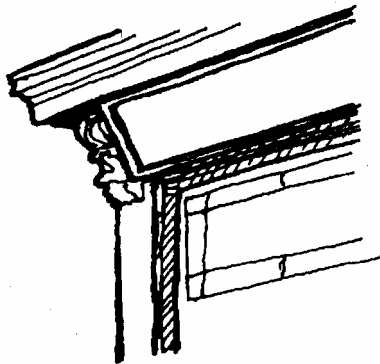
18. The District Council will resist the removal of an independent access to upper floors as part of refurbishment or new design schemes.

Fascia Board

- 3.23 The fascia generally carries the name of the proprietor and is often the most prominent element of a shop front. As such, it must be designed as an integral element of the shop front and building, with a careful eye to proportion.
- 3.24 Typically in Georgian and early Victorian shopfronts, an upright fascia rests on top of the pilasters, which have either plain or decorated capitals. In later designs, fascias were often canted (or tilted) forwards and contained within the

console brackets. Most fascias incorporate a moulded cornice running along the top, which gives an element of protection from the weather and visually provides a strong upper edge to the shop front.

- 3.25 Too often fascias are added to shop fronts that are excessively deep. These disturb the proportions of the shop front, bear no reference to the building above, or worse can end up obscuring architectural details of the first floor. In shops with suspended ceilings, methods should be sought to keep the fascia depth to a minimum whilst concealing the ceiling from outside view, for example overlights with frosted glass might be used over the suspended ceiling. It is also unacceptable to allow a single fascia to run across several building frontages, losing the architectural integrity of separate building units.



*A canted fascia.
Note the way that
it 'tilts' forwards.*

- 19. All fascias shall respect the proportion of the shop front and be contained within the original shop front opening. Excessively deep fascias or fascias running continuously over more than one building frontage shall be avoided. Consent will not be granted for fascias that encroach above the level of the first floor windowsills or obscure architectural details of the first floor.**
- 20. Where over-deep or other unsuitable fascias already exist, the District Council will seek an appropriate replacement.**
- 21. Fascias shall sit within the console brackets and pilasters and not obscure them.**
- 22. Fascias shall not obscure an existing traditional fascia.**
- 23. Where the original fascia is canted, any replacement shall respect this detail.**
- 24. The District Council will require the use of painted timber fascias on all traditional shop fronts. On other shopfronts within Conservation Areas (existing and proposed) and on Listed Buildings modern box fascias and materials such as reflective acrylic and other glossy or fluorescent materials must be avoided.**

Materials and Colour

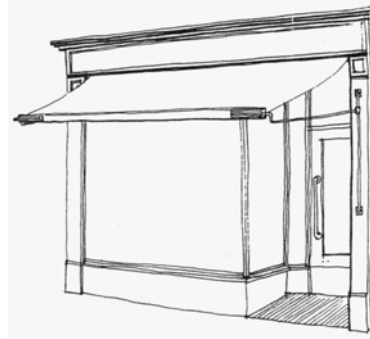
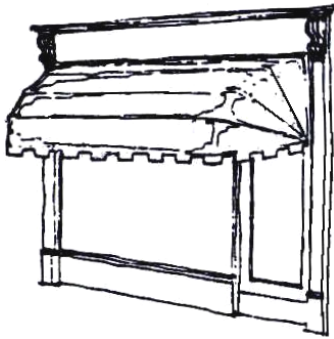
- 3.26 Over the years a range of materials have been used in shop front construction and decoration. This variety provides interest to our historic centres. The type of materials and colours used can have a significant impact on the appearance of the shop front and should be an important part of the design of the shop front.
- 3.27 In choosing an appropriate material and colour the designer must consider the age of the building as well as the appearance of the building and those in its vicinity.
- 3.28 In most traditional shop fronts the window frame and glazing bars are constructed in softwood which is both versatile, allowing attractive detailing, and durable.
- 3.29 Hardwood was occasionally used in some high quality designs and where used in the most exposed parts of the shop front, for example the windowsill, can be extremely durable. On more recent shop fronts, materials such as cast iron, chrome and anodised aluminium have been introduced. UPVC is a late 20th century creation and will rarely be acceptable in historic centres, Conservation Areas, in Listed Buildings and in the setting of a Listed Building.
- 3.30 Most traditional shop fronts, with the exception of a few hardwood examples (which were left unpainted and treated with oils or stains) were designed to be painted. This added durability and colour to the shop front.
- 3.31 Historically, early shop fronts were found in a limited range of colours with more variety displayed from the 19th century. Typically, colours such as olive green, terracotta, brown, off-white, dark blue and black were popular, with the principle elements highlighted in different colours. It is important that the colour scheme for the shop front be comprehensive throughout, including the fascia, which helps 'anchor' the shop front to the ground.
- 3.32 The selection of a suitable colour scheme should be guided by the original scheme or by colours appropriate to the period or styling of the shop front. The appearance of the adjacent properties and the range of colours found close by must also be borne in mind.

Canopies and Blinds

- 3.33 Traditionally shop front blinds were used to protect goods from damage by sunlight and were retracted when not required so as to not obscure the shop front. Generally, shops that avoid direct sunlight have little need for blinds.
- 3.34 Traditional shop blinds were usually of a canvas-like material. They were designed as an integral part of the design of the shop front and would normally be recessed back into the shop front above or below the fascia. Traditional

blinds and blind boxes can be an attractive part of the shop front and should be retained where possible.

- 3.35 Increasingly today proprietors are seeking to install fixed blinds in shiny plastic that serve primarily to carry additional advertisements. These types of blinds are often unnecessary and are out of character in historic streets, obscure the shop front and will be resisted.



*An inappropriate plastic 'Dutch' blind to the left,
with a more appropriate flat blind to the right.*

- 25. The District Council will resist the removal of surviving, traditional blinds and blind boxes.**
- 26. Where the installation of a blind is appropriate to the shop front and location, these shall be positioned neatly between the shop front pilasters. Blind boxes shall not obscure or damage the shop front or architectural features. The size of the blind shall be in proportion to the building and have regard to the street scene.**
- 27. Plastic blinds and blinds in fluorescent and glossy materials will be resisted. Within Conservation Areas (existing and proposed), on Listed Buildings or on buildings within the setting of a Listed Building, blinds and canopies shall be of a canvas type material, in a matt finish and should be fully retractable. Within Conservation Areas (existing and proposed), on Listed Buildings or on buildings within the setting of a Listed Building flat roller-type blinds are normally required.**
- 28. Highway regulations require that there shall be a minimum of 0.5m in width from the outer edge of the blind to the kerb line and the height must be no less than 2.6m from pavement level to the underside of the blind.**

Door furniture

- 3.36 Door handles, letter boxes, knockers, boot scrapers and name plates can all make a positive contribution to the character of a shop front. Traditional ironmongery and brassware where they survive should be retained. On new shop fronts, designers should remember to include these features, picking a design and style appropriate to the building. Nameplates where used should be tidily grouped.

29. Period ironmongery and brassware of quality shall be retained. On new shop fronts these details shall be included in a style appropriate to the shop front.

4.0 SHOP ACCESSIBILITY

Good Access

- 4.1 Designing and adapting shop fronts that are easily accessible to those with limited mobility, whilst preserving the traditional form and appearance of the historic buildings, can be a difficult issue to resolve. The opportunity is given with new shop fronts to consider access issues at the design stage.
- 4.2 The District Council will expect designers of new shop fronts to provide, wherever possible, convenient access for individuals with limited mobility. Details will need to conform to Building Regulations.
- 4.3 As a general rule the following points should be considered:
 - No obstructions below 2.1m in height above the pavement including canopy supports and projecting signs.
 - Generous opening width to accommodate pushchairs and wheelchairs easily. Clear opening of door should be minimum of 1000mm in new or 775 mm in existing.
 - Outward opening doors will require suitable guarding to prevent persons with sight impairment colliding with them.
 - Side panel of 300mm width on opening side of door when set in a recess - allows easier access to handle for wheelchair users.
 - Easy to grip lever handles (preferably round in section) which contrast visually with the surface of the door and should be centred at about 1m high.
 - Ramped thresholds to avoid steps should be gentle as possible, ideally a 1 in 60 gradient.
 - Kick plate to protect bottom of door from wheels about 400mm high.
 - Manually operated doors should not require a force at the leading edge of greater than 20N to open the door and close.
 - Good stall riser and shop framing clearly defines the shop front and doorway, whereas frameless glazing can be confusing for those with visual impairments. Glazed entrance doors should be clearly differentiated from adjacent glazing with a high contrast strip at the top and on both sides and all glazing provided with suitable manifestation at two levels, 850mm to 100mm and 1400mm to 1600mm. Manifestation is a sign or large logo at least 150mm high.
 - Frontage kept clear of obstructions, especially 'A' boards.

30. All new shop fronts shall allow convenient access for those with limited mobility.

31. All alterations to shop fronts shall incorporate measures to increase the accessibility of the shop. At the very least the accessibility of the shop must not be made worse.

32. In Conservation Areas (existing and proposed) and on Listed Buildings, suitable access arrangements will be sought, so far as this is compatible, with the need to retain the form and appearance of the building and shop front.

Access to Upper Floors

- 4.4 The District Council is aware that many floors above shops remain vacant or under-used and is keen to encourage appropriate re-use where possible and where the alterations do not adversely affect the character of the building.

33. Any works carried out to shop fronts shall retain any existing independent access from the street to the upper floors.

34. In the case of new shop fronts the District Council will require developers to provide independent access to upper floors from the street where none currently exists.

5.0 SHOP FRONT SECURITY

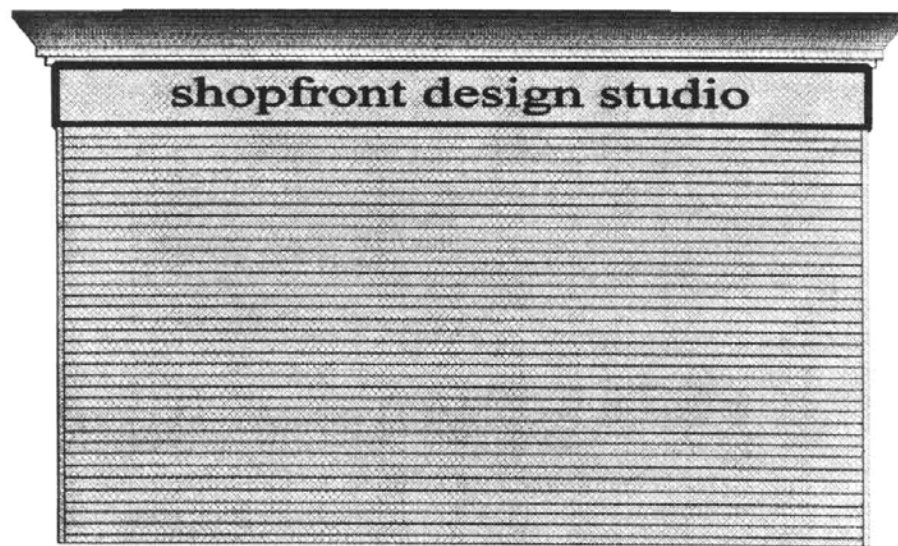
- 5.0 Increasing levels of crime against shop premises, such as theft, vandalism and ram-raiding attacks are problems that are affecting shopkeepers throughout the country. In many situations the pressure from such crime has resulted in the installation of security measures which may not be the best way of tackling a particular problem or which are visually unattractive. It is necessary to balance the needs for security with the need to protect the visual appearance and attractiveness of the public shopping areas, especially in Conservation Areas and on Listed Buildings.
- 5.1 Ideally shop front security measures should be built into the design of the shop front. However, it is not possible to foresee all security needs or measures which may arise. This guidance aims to set standards by which proposals for shop front security measures will be judged against, with the intention of maintaining and improving the visual quality of the shopping environment and ensuring adequate security level for shop premises.
- 5.2 The shop front security guidance applies in the whole of the District and relates to shopping premises of all types.

- 5.3 Shop front security can be provided in many forms, including external roller shutters, internal roller shutters, security grills, railings, as well as a range of other means like alarms and security cameras.

External Roller Shutters

- 5.4 Solid external roller shutters are normally inappropriate and always so in Conservation Areas, on Listed Buildings, in the setting of a Listed Building and in main shopping areas.

They have a deadening effect on the street frontage when the shop is closed and can contribute to a hostile environment. They often encourage graffiti and totally obscure the shop window display.



A solid roller shutter will not be acceptable.

- 5.5 Only in exceptional cases will solid shutters be permitted and in such cases it will be necessary to demonstrate that the shutters;
- Are necessary in the light of evidence of an exceptionally high security risk which cannot be addressed by non-solid or other reasonable means;
 - Have a coloured finish which is sympathetic to the shop front and the immediate area with no bare metal being used;
- 5.6 In Conservation Areas, on Listed Buildings and in the setting of a Listed Building it is particularly important to have regard to the appearance of the street scene and the historic buildings. In these cases external roller shutters, especially those with externally mounted shutter boxes, will not normally be appropriate as they can obscure the shop front and add unwanted clutter and bulk.

35. In the case of Listed Buildings, buildings in the setting of a Listed Building and premises in Conservation Areas (existing and proposed) there is a strong presumption against the provision of external shutters and the use of external roller shutter boxes in order to protect the visual amenity of these buildings.

5.7 Only in exceptional circumstances will external shutters be permitted in Conservation Areas, on Listed Buildings and in the setting of a Listed Building and in such cases it will have to be demonstrated that the shutters:

- Are necessary in the light of evidence of an exceptionally high security risk that cannot be addressed satisfactorily by other means.
- Are compatible with the overall design of the shop front and do not detract from the overall appearance of the immediate area.
- Are of an open weave construction that allows visibility into the shop and will allow for adequate illumination of the street at night.
- Have a coloured finish that is sympathetic to the shop front and the immediate area with no bare metal being used.
- Be accompanied by internal lighting to illuminate the window display to avoid darkening the street at night.

5.8 It will be important to have regard for street frontages that lie immediately adjacent existing or proposed Conservation Areas. These are sensitive areas influencing the approach to Conservation Areas and forming key views into and out of these areas.

36. On street frontages immediately adjacent existing or proposed Conservation Areas paragraph 35 will apply.

37. In the case of other shop fronts which are not covered by paragraph 35, external non-solid shutters will be accepted providing that they do not involve the use of untreated bare metal and external roller shutter boxes and they can be adequately screened via appropriate advertisements.

Roller Shutter Design

5.9 There are a variety of non-solid shutters on the market with a host of different designs, for example open weave, slotted or perforated. Open weave and slotted shutters are also available with Perspex for additional security.

5.10 Where non-solid shutters are allowed the use of shutters that permit the maximum level of light through will be encouraged. This is to ensure that the shop display is visible from the street and to allow light from the shop into the street at night to prevent a hostile environment being created. For this reason the use of an open weave shutter will normally be the only kind accepted in

Conservation Areas (existing and proposed), on Listed Buildings and in the setting of a Listed Building, where an external shutter has been justified.

- 5.11 Where shutters are to be allowed it may be necessary to provide additional lighting behind the shutter to illuminate the shop display. This is especially necessary when perforated shutters are used, which, without adequate backlighting, can have a rather solid looking appearance so may need to be avoided. Considering the difficulty of enforcing internal lighting within shops an open weave or slotted design will usually be preferred over perforated.
- 5.12 A mixture of shutter types within one shop is not considered acceptable, particularly if this would partially involve the use of solid shutters, due to the detrimental impact upon the appearance of the premises and street environment.
- 5.13 Where external shutters are allowed they should preferably only cover the glazed area of the shop front, and not the stall riser or pilasters where a shop front contains these features. The use of a shutter box which projects from the face of the building will not normally be acceptable. In exceptional circumstances this may be used provided it is adequately incorporated into the overall design of the fascia.
- 5.14 Where any type of external shutter is allowed it should not incorporate the use of any bare metal but should be powder coated to an appropriate colour.



L: An internally mounted shutter box. **R:** Illustration of three types of acceptable shutter type.

Internal roller shutters

- 5.15 Internal brick bond/lattice roller shutters which are located between the shop window and the window display with the shutter box completely hidden from view

do not usually require planning permission and are considered acceptable in most cases. Listed Building Consent will be required if the premise in question is Listed.

External removable grilles

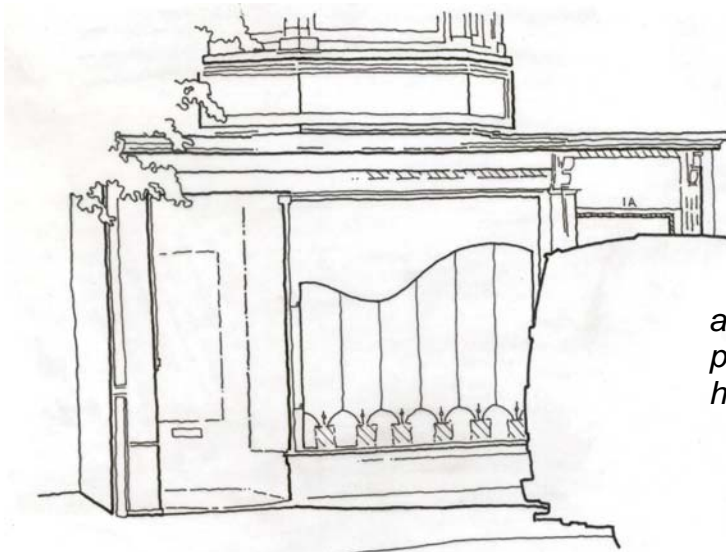
- 5.16 Mesh grilles manually placed externally over the windows and doors of a shop can be a cost effective option and alternative to roller shutters. However, they should be of a design that allows for their daily removal and internal storage. The use of permanently fixed external mesh grills is not considered acceptable. Removable grilles do not need a shutter housing box and will generally be less disruptive to the appearance of the building. On a Listed Building externally fixed grilles are not acceptable unless exceptional circumstances can be proven.

38. On Listed Buildings external grilles are not acceptable, unless exceptional circumstances can be proven. Preference will be given to internal security measures.

39. Within Conservation Areas (existing and proposed) external grilles will be resisted. In exceptional circumstance the Council may permit sensitively designed grilles provided that the shop front design can satisfactorily accommodate the grille and housing box.

Internal railings

- 5.17 Internal railings placed between the shop front and window display can be used within the shop window to add security to shops of a more sensitive nature, primarily in Conservation Areas, in Listed Buildings and in a building in the setting of a Listed Building. Internal railings offer significant scope for decorative input and can be an attractive and unobtrusive means of protecting valuable stock. The railings should respect the divisions within the shop front window.



*Decorative railings
provide an
appropriate means of
protecting the stock in this
historic property.*

Alarm Boxes

- 5.18 Burglar alarms can be an effective means of deterring theft and vandalism. However, care must be shown in the positioning of alarm boxes. Although these should be clearly visible to act as a deterrent their positioning should not be unnecessarily obtrusive. Alarms should never be placed on the fascia itself. Boxes of bright or fluorescent colours should also be avoided.

40. Given their normally bright appearance, alarm boxes shall be sensitively placed on the building façade.

Security Cameras

- 5.19 Security cameras may be appropriate in some instances. However, they are an expensive option and can become a target for criminals. If carefully positioned they may be able to monitor the shop front and window area and may be more effective for monitoring the inside of the shop rather than the area outside.

Ram-raiding

- 5.20 The installation of security shutters may not in itself make shop premises secure, particularly from ram-raiding attacks. The presence of a stall riser, especially if reinforced with steel, can give additional protection and is an essential element of good shop front design. A 600mm high stall riser is recommended by Nottinghamshire Constabulary to guard against ram-raids. The inclusion of a new stall riser on a shop front will require planning permission and Listed Building Consent if in a Listed Building.

Doors

- 5.21 The use of a recessed door may prevent a ram-raiding attack, as a car cannot be driven directly against it. In addition, double doors should generally be avoided as they may represent a weak point in terms of security.
- 5.22 Recessed doors are an attractive feature of many traditional shop fronts, however it is accepted that they can be a focus for litter and antisocial behaviour. A simple gate or grill over the doorway to be used when the shop is closed will usually prevent this.

41. Applications for the removal of recessed doorways will be resisted where an alternative security solution can be implemented.



This decorative metal gate adequately protects this recessed doorway from litter and antisocial behaviour and can be folded back into the recess during the day. The use of an independent frame for the gate protects the delicate mullions of the traditional shop front.

Design of Glazed Areas in the Shop Front

- 5.23 Traditionally the glazed area of a shop front has been subdivided by the use of transoms and mullions. This gives added interest and variety to the appearance of the shop fronts that is lacking in large undivided areas of glazing. However, many shopkeepers have chosen large glazed areas for their shop fronts that can be very expensive if broken. Such large shop windows have often resulted in the omission of a stall riser that can give added security itself. Smaller areas of glass give less potential for access by a thief to the goods on display, if the window is broken. They are also cheaper and easier to replace if broken. It is also possible to reinforce glazing bars. Where a large area of glazing is to be subdivided, the size of the panes should be in keeping with the scale and proportion of the building.



Laminated Glass

- 5.24 The use of laminated glass as a security measure in the shop front will be encouraged as this has the least visual effect on the building. In addition, its installation does not require planning permission unless the size and position of

glazing bars is altered. Advice should be sought where the building in question is listed.

- 5.25 In the event of an attack, laminated glass will eventually crack and craze around the point of contact but should still remain in place. It should be possible for trade to continue with minimum disruption and without damage to stock from broken glass.

Internal Lighting

- 5.26 It is important that people can see into a shop both day and night, so as to be able to detect any breaches in security. Open window displays, good internal lighting and clear sight lines enable passers by to see if anything is wrong. At night, good internal lighting allows some surveillance of the shop premises inside and also illuminates the street outside, hopefully deterring the criminal by giving a greater chance that any criminal activity will be seen.

Location of Stock

- 5.27 Speed of entry, collection and escape are prime factors in any burglary. Where practicable, bulk supplies of target goods should be held in a separate internal physically secure area away from doors and windows to limit the amount of stock readily available to thieves.

APPENDIX A: IS PLANNING PERMISSION REQUIRED?

Most types of alterations to shop fronts require planning permission under the Planning Acts or Listed Building Consent.

Local planning authorities are responsible for the operation of the planning system and for deciding whether or not a particular alteration, addition or demolition should be permitted.

Approximately 8 weeks may be required to determine any application for permission. Planning permission remains valid for 3 years and may be implemented at any time during that period.

Advice should be sought from planning officers during normal office hours on the need for any permission and the suitability of any proposals at the earliest opportunity. No work should occur before the appropriate permission has been obtained.

Local Plan Policies on Shop Fronts

The District Council Local Plan (adopted November 1998) contains the following policy, which will always be taken into account when determining planning applications for works to shop fronts:

Policy BE14

Planning permission will be granted for the development of, or alterations to, shop fronts and consent granted to display advertisements on shop fronts providing that they would meet all of the following criteria:

- a. **Not have a detrimental effect on the character or appearance of the building and surrounding area;**
- b. **Have regard to existing architectural and decorative features;**
- c. **Have regard to the security of the property and the surrounding area;**
- d. **Have regard to accessibility.**

Alterations to Shop Fronts

Planning permission is required to install new shop fronts and to undertake most alterations to existing ones. Permission is also required for some alterations to the appearance of a shop front, for example altering the glazing pattern, the materials, changing the fascia size, removing a recessed door or changing the stall riser.

The installation of a canopy or blind will require planning permission.

Where a building is Listed then Listed Building Consent will also be required for most alterations, whether internal or external, where they affect the character of the building.

Shop Front Security

Where the installation of a shop security device would materially affect the appearance of a building planning permission is required. This includes external security shutters, whether solid or of a non-solid construction. Some internal shutters may also require planning permission if they significantly affect the shop's external appearance. External mesh grills will also require planning permission.

The installation of laminated glass will not normally require planning permission but may require Listed Building Consent where the building is listed. Any security cameras erected internally would not require planning permission.

Where a building is listed, any security measures, whether internal or external will usually require Listed Building Consent where they affect its character.

Whilst every effort will be made to deal with applications as quickly as possible where there are concerns regarding an existing shop front, it is essential that full consideration is given to future security needs rather than reaction to an incident or perceived threat once it has been identified.

Demolition

Complete or partial demolition of an unlisted property in a Conservation Area normally requires 'Conservation Area Consent'. This form of consent extends to any features that contribute towards the character of the building. This may include major works such as the removal of the entire shop front.

Listed Buildings

Any proposed alteration that will affect the character of a listed building requires 'Listed Building Consent'. In addition, listed building consent may also be required for minor works such as changing a painting scheme, installing an alarm box, altering the shop interior or the removal of architectural features.

Any works to a listed building requiring planning permission will also require listed building consent.

Enforcement

Whilst each case is judged on its own merits the District Council is prepared to take enforcement action against any alterations, additions and demolitions which have taken place without the necessary permission or consent and which is detrimental to the visual

amenity of the area in which it is situated. In addition, it is a criminal offence to carry out any unauthorised works on a Listed Building.

Submitting an application

An application for Planning Permission or Listed Building Consent should be submitted on the appropriate standard form to the District Council. The application form should be accompanied by illustrative plans and drawings and a site plan. A fee is also payable and a tariff of application fees will be provided with the applications forms.

Planning Permission/Listed Building Consent

To enable applications to be dealt with speedily, applicants must accompany their applications for a new or replacement shop front with four copies of the following:

1. At least one full width plan and one elevation drawing of the existing shop front (scale 1:50).
2. At least one full width plan and one elevation drawing of the proposed shop front., including the positioning of any proposed advertisement, identifying all materials, finishes and colours to be used (scale no less than 1:50).
3. A drawing showing accurately the relationship of the proposed shop front to the rest of the building façade above the shop and at least part of the adjacent building and shop front (scale 1:50).
4. One full height section drawing of the proposed shop front (scale no less than 1:50)
5. Details of glazing bars, sills, pilasters and other components will be required including sections and part-drawings (scale 1:5).

APPENDIX B: GRANT AID FOR THE REPAIR/REPLACEMENT OF SHOPFRONTS

The District Council often operates a variety of grants within shopping centres offering grant aid towards the repair of historic shop fronts and the replacement of inappropriate shop fronts.

To receive grant assistance, works must conform to the design guidance in this booklet and will be closely supervised to ensure the use of traditional materials and a high standard of craftsmanship and design. To be eligible, a grant application must be submitted and approved by the Council prior to commencing the works. Grants will not be paid retrospectively.

Further advice on historic building grants can be obtained from the Conservation Section at the District Council.

APPENDIX C: USEFUL REFERENCES

Book of Details and Good Practice in Shop Front Design
The English Historic Towns Forum (1993)

Shop Fronts and Advertisements in Historic Towns
The English Historic Towns Forum (1991)

A Nation of Shopkeepers
Bill Evans and Andrew Lawson (Plexus, 1981)

Shop Front
Neville Whittaker (Civic Trust for the North East, 1980)

Shop Fronts
Alan Powers (Chatto and Windus, 1989)

English Shop Fronts from Contemporary Source Books 1792-1840
David Dean (Alec Tiranti, 1970)

Listed Building Guidance Leaflet: Shop Fronts
English Heritage (1990)

Legislation

Planning (Listed Building and Conservation Areas) Act 1990

The Town and Country Planning (Control of Advertisements) Regulations 1992 and
Amendment (1994)

District Local Plan

Mansfield District Council Local Plan (Adopted November 1998)

This information is available in other formats-
for example large print, signer or minicom and other languages

To obtain this information telephone 01623 463463

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若你提出请求，我们可以其他格式或语言提供此资讯。

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یہ معلومات گذارش کرنے پر دیگر صورتوں (سی ڈی، ٹیپ) اور زبانوں میں بھی دستیاب ہے۔

متبادل زبان یا متبادل صورت (سی ڈی، ٹیپ) میں یہ معلومات حاصل کرنے کے لیے
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Mansfield District Council
Creating a District where People can Succeed